

## Town of Arlington

### INVITATION FOR BIDS

#### **Irrigation System Maintenance – Town Fields and Properties IFB #24-10**

The Town of Arlington invites SEALED bids, pursuant to M.G.L. c. 30B, for IRRIGATION SYSTEM MAINTENANCE – TOWN FIELDS AND PROPERTIES.

Bids will be received until **2:00 p.m. on March 14, 2024**, at the Office of the Town Manager/Purchasing Department, Town Hall Annex – 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, Arlington, MA 02476, at which time and place they will be publicly opened and read aloud.

No bid will be accepted after the time and date specified.

Bid documents are available for downloading from the Town's website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). Bids must be submitted on the forms provided therein and in a sealed envelope bearing the bidder's name, address and telephone number and the words "**IFB #24-10 IRRIGATION SYSTEM MAINTENANCE – TOWN FIELDS AND PROPERTIES.**"

Questions should be directed to Mary Ellen De Natale, Purchasing Agent, at 781 316-3003 or [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us).

The Town Manager reserves the right to accept or reject any and all bids, wholly or in part, and to make the award in the best interest of the Town of Arlington. The notification of the intent to award the contract will be made as soon as possible but no later than forty-five (45) days from the date of the bid opening.

TOWN OF ARLINGTON

James Feeney  
Town Manager

**February 29, 2024**

**TOWN OF ARLINGTON**  
**Irrigation System Maintenance – Town Fields and Properties**  
**IFB #24-10**

**I. INSTRUCTIONS TO BIDDERS**

**A. RECEIPT AND OPENING OF BIDS**

Sealed bids, on bid forms furnished for that purpose, will be received at the Town Manager's Office, Town Hall Annex – 2<sup>nd</sup> Floor, 730 Massachusetts Ave, Arlington, MA 02476, until **2:00 p.m. on March 14, 2024**, at which time they will be publicly opened and read aloud. Any bid received after the time and date specified shall not be considered.

The Town may consider unresponsive any bid not prepared and submitted in accordance with the provisions specified in the bid documents and may waive any informalities in or reject any and all bids.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. No bidder may withdraw a bid within forty-five (45) days after the actual date of the opening thereof.

**B. PREPARATION OF BIDS**

Each bid must be submitted on the bid form attached hereto. A Certificate of Non-Collusion and any and all additional forms specified herein must be attached to the sealed bid. All blank spaces for bid prices must be filled in, written in ink or typewritten, in both words and figures, and all of the foregoing forms and certificates must be fully completed and executed when submitted.

**Each bid must be submitted in a sealed envelope bearing on the outside the name, address and telephone number of the bidder and the bid number and name of the project for which the bid is submitted.** If forwarded by mail, the sealed envelope must be addressed to the Town Manager's Office/Purchasing Department, Town Hall Annex – 2<sup>nd</sup> Floor, 730 Massachusetts Ave, Arlington, MA 02476.

**C. QUALIFICATIONS OF BIDDER**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

**D. BID DEPOSIT**

Each bid shall be accompanied by a bid deposit equal to five percent (5%) of the value of the total bid. The bid deposit shall be in the form of (a) a certified check on, or a treasurer's or cashier's check issued by, a responsible bank and payable to the Town or (b) a bid bond in a form satisfactory to the Town, with a surety company qualified to do business in the Commonwealth of Massachusetts and conditioned upon the faithful performance by the principal of the agreements contained in the bid.

All bid deposits, except those of the three lowest responsible and eligible bidders, will be returned within five days, Saturdays, Sundays, and legal holidays excluded, after the bid opening. The bid deposits of the three lowest responsible and eligible bidders will be returned upon the execution and delivery of the contract or, if no award is made, upon the expiration of sixty (60) days, Saturdays, Sundays and legal holidays excluded.

#### E. DAMAGES FOR FAILURE TO ENTER INTO CONTRACT

If within ten (10) days after s/he has received notice of the acceptance of her/his bid the successful bidder fails or refuses to execute and deliver a contract and furnish any performance or payment bonds required therein, her/his bid deposit shall become and be the property of the Town, as liquidated damages.

#### F. CONDITIONS OF WORK

Each bidder must inform her/himself fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of her/his obligation to furnish all material, labor and equipment necessary to carry out the provisions of the contract.

#### G. ADDENDA AND INTERPRETATIONS

No oral interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder. Every request for such interpretation shall be in writing and emailed to **Mary Ellen De Natale, Purchasing Agent**, at [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us), and to be given consideration must be received at least five (5) days prior to the date fixed for the opening of bids.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications and will be available on the Town's website at [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligations under her/his bid as submitted. All addenda so issued shall become part of the bid and contract documents.

#### H. SECURITY FOR FAITHFUL PERFORMANCE

Simultaneously with her/his delivery of the executed contract, the selected contractor shall furnish a performance bond in the amount of twenty-five percent (25%) of the total contract price. The surety on such bond shall be provided by a duly authorized surety company satisfactory to the Town.

#### I. LAWS AND REGULATIONS

The attention of bidders is directed to the fact that all applicable State laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

**J. METHOD OF AWARD – LOWEST QUALIFIED BIDDER**

**The Town intends to award the contract to the responsive and responsible bidder offering the lowest total price for Year 1** provided that, at the time this contract is to be awarded, the lowest bid submitted by a responsive and responsible bidder does not exceed the amount of funds available to finance the project. If the lowest bid exceeds said amount, the Town may reject all bids.

The Contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any monies hereunder, or its claim thereto, without the previous written consent of the Department of Public Works.

**K. CONTRACT OBLIGATION**

Any financial obligation of the Town is subject to an annual appropriation to cover the contract obligation.

**L. CONTRACT TERM**

The term of this contract will be for one year **commencing April 1, 2024, and ending December 31, 2024**. The Town reserves the right, at its sole discretion, to renew the contract for two additional years in one year increments, subject to annual appropriation.

**M. SALES TAX**

Materials and equipment purchased for permanent installation in the project will be exempt from Massachusetts Sales and Use Tax. The Town's exemption certificate number will be furnished to the selected contractor. Each bidder shall take this exemption into account in calculating her/his bid price.

**N. NON-DISCRIMINATION IN EMPLOYMENT**

Contract for work under this proposal will obligate contractors and subcontractors not to discriminate in employment practices. Bidders must, if requested, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award of the contract.

**O. INSURANCE**

The selected contractor shall carry liability insurance with an insurance company satisfactory to the Town so as to save the Town harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the contractor or any one in her/his employ during the execution of the contract. **The Town of Arlington must be named as Additional Insured on all liability policies.**

1. **Commercial General Liability** coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability.

2. **Motor Vehicle Liability** coverage shall include coverage for owned, hired, and non-owned vehicles and shall be in the amount of at least \$1,000,000 per person and \$2,000,000 per occurrence for bodily injury liability and \$1,000,000 per occurrence for property damage liability.
3. **Workers Compensation** coverage as required by statute.

Certificates of Insurance must be provided to the Town upon contract award. Renewal certificates must be furnished by the contractor prior to the expiration date of any of the initial insurances.

END OF SECTION

## II. SPECIFICATIONS

### A. WORK LOCATIONS

The work consists of irrigation system maintenance at the following sites:

Site Name	Location	Zones	Heads	Sprayers
Bishop School Field	25 Columbia Rd	8	41	
Buck Field	422 Summer St	15	58	
Buzzell Field	29 Summer St	12	43	
Crosby Field	Oxford & Winter St	7	24	
Florence Field/Dallin School	185 Florence Ave	10	26	
Hill's Hill	422 Summer St	15	58	
Hurd Field	Drake Rd	25	73	23
Magnolia Field	Herbert & Magnolia St	7	35	
McClennen Field 1	Summer St	15	54	
McClennen Field 2	Summer St	15	54	
McClennen Baseball	Summer St	9	34	
Lussiano/North Union Field	60 North Union St	8	45	
Ottoson School Field	63 Acton St	8	24	
Robbins Farm Park	Eastern Ave	17	47	
Scannell Field	Linwood St	6	20	
Spy Pond Field	Pond Ln	11	59	
Spy Pond Park	Pond Ln	7	69	
Spy Pond Parking Lot	Pond Ln	4	23	
Stratton School Field	180 Mountain Ave	6	18	
Summer St Field	422 Summer St	12	57	
Thorndike Field	99 Margaret St	21	83	
Robbins Library Side	700 Mass Ave	3	6	21
Robbins Library Rear	700 Mass Ave	4	15	15
Uncle Sam Park	Mystic St @ Mass Ave	8	9	31
Whittemore Robbins House	670R Mass Ave	8	32	20
High School Front	869 Mass Ave	14	14	193
Broadway/Warren Island	Broadway/Warren St	1	7	3
Appleton/Paul Revere Island	Appleton/Paul Revere	1	5	
Community Center Lawn	23 Maple St	8	Unknown	
Town Hall Gardens	730 Mass Ave	Unknown		
Town Hall Gardens Side	730 Mass Ave	8	58	15
Town Hall Garden Pkg Lot Side	730 Mass Ave	6	Unknown	
Dog Park @ Thorndike Field	99 Margaret St	4	Unknown	
Magnolia Community Gardens	Herbert & Magnolia St	Blowout of spickets only		
Spray Pool @ North Union	60 North Union St	Blowout end of season only		
Spray Pool @ Dallin School	185 Florence Ave	Blowout end of season only		
Reservoir	Lowell St	7	Unknown	
Jefferson Cutter House	611 Mass Ave	11	Unknown	
Jarvis House	50 Pleasant St	6	Unknown	
Mt Pleasant Cemetery	70 Medford St	Blowout of all spickets only		

Bidders must familiarize themselves with the sites prior to submitting a bid. Failure to do shall in no way relieve the Bidder of any obligation with respect to his/her bid. Descriptions of many of these sites, with links to satellite maps of their locations, can be found here:  
<https://www.arlingtonma.gov/departments/public-works/parks-fields/list-of-parks>

## B. SCOPE OF WORK

The work of the contract includes but is not necessarily limited to the tasks listed below. The work shall consist of furnishing all labor, equipment, and materials necessary to do the work of this contract. The contract is subject to appropriation of yearly funding pending appropriate authorization as voted by Town Meeting and approved by the Director of Public Works.

### 1. Spring Start-Up

Turn-on irrigation system and inspect entire system for proper operation. Manually run each zone and verify adequate water flow and coverage, adjusting individual sprinkler head spray patterns as necessary. Spring Start-Up service to include cleaning any screens, filters and strainers, flushing as necessary, as well as resetting existing sprinkler heads or removing grass obstructions. Program irrigation timer/controller in consultation with the Town of Arlington and verify automatic operation of valves via the timer/controller. Verify proper operation of any rain or system sensors, if provided. Identify and document any leaks and immediately advise on system repair and replacement needs. Repairs cannot commence without prior authorization by the Town of Arlington.

(Note: Prior to Spring-Start-Up, the Town's Water Department will install meters and test back flow preventers.)

### 2. Winterization

Decommission irrigation system for the winter season. Drain and blow-down all system components as necessary, including but not limited to lines, piping and spigots using compressed air to prevent freeze damage.

### 3. On-Call Repair Service

Provide on-call routine repair services only at the request and direction of the Town of Arlington. Contractor **shall be compensated for such repairs at the hourly rate for routine repairs shown on the bid form**. Unless otherwise provided for by the Town, materials used during routine repairs shall be reimbursed at Contractor's cost plus 10% markup. Backup invoices for materials to be provided at the request of the Town of Arlington. These repair services are those not provided as part of the Spring Start-Up or Winterization services. No other incidental expenses, truck charges, or fuel surcharges will be reimbursed.

### 4. Emergency Repair Service

Provide on-call emergency repair service, only at the request and direction of the Town of Arlington. Contractor shall be compensated for such repairs **at the hourly rate for emergency repairs shown on the bid form**. Emergency Repairs are defined as those repairs requested by the Town to be complete within two hours of notification and commence between 6:00 PM and 6:00 AM Monday through Saturday, or anytime on Sunday or a federal holiday. Unless otherwise provided for by the Town, materials used during emergency repairs shall be reimbursed at Contractor's cost plus 10% markup. Backup invoices for materials to be provided at the request of the Town of Arlington. No other incidental expenses, truck charges, or fuel surcharges will be reimbursed.

### III. GENERAL REQUIREMENTS

#### A. NOTIFICATION OF HAZARD

The contractor shall notify the Director of Public Works or his designee immediately of any hazard or public safety issues in, on, or above the sites defined. Hazards shall be defined but not limited to ruts, holes, depressions, bumps, broken asphalt, broken concrete, loose sod, damaged walls, damaged buildings, damaged benches, damaged light fixtures or any other hazard that may cause bodily injury or inconvenience.

#### B. DAMAGE TO PROPERTY

Damage to any site or any Town property or any private property by the Contractor shall be reported to the Department of Public Works immediately after the damage occurs and not at the end of the workday. If the contractor causes damage to any irrigation system component, electrical installation, or other system, it shall be the responsibility of the contractor to repair said damage after a submittal, detailing parts to be used and approved by the Department of Public Works. Any damage found at any site by the contractor's employees at the start of the workday shall be reported to the Department of Public Works immediately.

#### C. KEY LIASON PERSON

The contractor shall designate one person to be the main contact with the Town of Arlington and Department of Public Works. This person shall be the supervisor or foreperson responsible for all crew functions and shall be accessible to the Department of Public Works by way of a pager or cell phone throughout the workday.

#### D. PAYMENT

1. Contractor shall submit invoices on a monthly basis.
2. Invoices shall be submitted to the Department of Public Works, Attn: Nelson Mui, Assistant Director, 51 Grove Street, Arlington, MA 02476.

### IV. QUALITY REQUIREMENTS

#### A. QUALIFICATIONS OF BIDDER

1. Bidder must have a minimum five (5) years of experience in similar work.
2. Bidder must have successfully completed within the past five (5) years a contract for a project of similar scope and size, or larger.
3. Bidder shall be available to commence work as soon as weather and ground conditions permit, as determined by the Department of Public Works.
4. Bidder shall have in her/his possession, either by ownership or by a minimum three year lease agreement at the time of bidding, sufficient equipment in order to satisfactorily complete all work required under this contract.



**BID FORM**

To the Awarding Authority:

A. The undersigned proposes to furnish all labor and materials required for

**Irrigation System Maintenance – Town Fields and Properties**

in accordance with accompanying specifications, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Award shall be made based on the total Year 1 bid price** (April 1, 2024 – December 31, 2024). The Town reserves the right to renew the Contract, at its sole discretion, for a second and a third year at the bid prices submitted for those years.

**BID PRICE by YEAR**

Year 1 \_\_\_\_\_ dollars \$ \_\_\_\_\_

Year 2 \_\_\_\_\_ dollars \$ \_\_\_\_\_

Year 3 \_\_\_\_\_ dollars \$ \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title of Signatory

\_\_\_\_\_  
Business Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_/\_\_\_\_\_  
Business Telephone/FAX

\_\_\_\_\_  
Contact Person/Email Address

**YEAR 1 April 2024-December 2024**

	<b>Est Qty</b>	<b>Hourly Rate</b>	<b>Annual Price</b>		
1 Spring Start-up	NA	\$ NA	_____	dollars	\$ _____
2 Winterization	NA	\$ NA	_____	dollars	\$ _____
3 On-Call	100 hrs	\$ _____	_____	dollars	\$ _____
4 Emergency	10 hrs	\$ _____	_____	dollars	\$ _____
<b>Total Year 1 Price</b>				dollars	\$ _____

**YEAR 2 April 2025-December 2025**

	<b>Est Qty</b>	<b>Hourly Rate</b>	<b>Annual Price</b>		
1 Spring Start-up	NA	\$ NA	_____	dollars	\$ _____
2 Winterization	NA	\$ NA	_____	dollars	\$ _____
3 On-Call	100 hrs	\$ _____	_____	dollars	\$ _____
4 Emergency	10 hrs	\$ _____	_____	dollars	\$ _____
<b>Total Year 2 Price</b>				dollars	\$ _____

**YEAR 3 April 2026-December 2026**

	<b>Est Qty</b>	<b>Hourly Rate</b>	<b>Annual Price</b>		
1 Spring Start-up	NA	\$ NA	_____	dollars	\$ _____
2 Winterization	NA	\$ NA	_____	dollars	\$ _____
3 On-Call	100 hrs	\$ _____	_____	dollars	\$ _____
4 Emergency	10 hrs	\$ _____	_____	dollars	\$ _____
<b>Total Year 3 Price</b>				dollars	\$ _____

BIDDER'S NAME: \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**  
(submit as attachment to completed bid form)

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Name of Individual Authorized to Sign (Print or Type)

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Authorized Signature

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Legal Name of Business Entity

**THIS NON-COLLUSION FORM MUST BE SIGNED AND  
SUBMITTED WITH BID**

**TAX COMPLIANCE SHEET**  
(submit as attachment to completed bid form)

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Signature of Responsible Officer \_\_\_\_\_

Title of Responsible Officer \_\_\_\_\_

Date \_\_\_\_\_

Pursuant to M.G.L. c. 62C, Sec. 49A, I certify under the penalties of perjury that, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

\_\_\_\_\_  
Corporate Office  
(if applicable)

**QUALIFICATIONS AND REFERENCE FORM**

(submit as attachment to completed bid form)

Please type or print legibly. **All blanks must be filled in.** If necessary, attach additional sheets. This information will be utilized by the Town of Arlington for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of this contract. This form must be attached by the bidder to her/his completed bid form.

Bidder: \_\_\_\_\_

IFB Title: **Irrigation System Maintenance – Town Fields and Properties**

1. List any and all citations and/or violations issued by regulatory agencies and/or judgments against bidder from a court of law. **Type N/A if none.**
  
2. List any and all assessed penalties or liquidated damages, and the project in which they occurred. **Type N/A if none.**
  
3. List any and all contract terminations. **Type N/A if none.**
  
4. Indicate number of years bidder has been engaged in work similar in nature to the work of this contract.
  
5. **References** On the following sheet(s), provide at a minimum three references for completed work, one of which must be for a contract completed in the past five years that is similar, or larger, in size and scope to the work described in the bid documents, and include references for all contracts performed within the past two years that are similar in size and scope to the work specified in the bid documents. Attach additional sheets if necessary.

BIDDER'S NAME: \_\_\_\_\_

**QUALIFICATIONS AND REFERENCE FORM, continued**

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**BIDDER'S NAME:** \_\_\_\_\_

**QUALIFICATIONS AND REFERENCE FORM, continued**

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**Owner Name:**

Owner Address:

Contact Name:

Phone:

Email:

Description and date(s) of supplies and/or services provided:

**BIDDER'S NAME:** \_\_\_\_\_